

Schools Notice Periods – Teachers, Support and Soulbury staff

Head Teachers Notice Periods

Term	Start Date	End Date	Give notice by no later than
Summer term	1 st May	to 31 st August	30 th April
Autumn term	1 st September	to 31 st December	30 th September
Spring term	1 st January	to April 30	31 st January
	* Head Teachers are under three months' notice and in the summer term, four months' notice. They must therefore give notice one month earlier than a teacher.		

Teachers Notice Periods

Term	Start Date	End Date	Give notice by no later than
Summer term	1 st May	to 31 st August	31 st May
Autumn term	1 st September	to 31 st December	31 st October
Spring term	1 st January	to April 30	28 February
* If the employee leaving a teaching post to go to another teaching post, then the last day of service in their present post will be the last day of the Easter Break			
** If the employee leaving a teaching post, but not going to another Teaching post the last of service with the School will be 30th April.			
Burgundy Book: 2 Teachers resigning their appointments 2.1 All teachers resigning their appointments will be paid salary; at the end of the Summer term to August 31; or, in the case of a teacher resigning to take up an appointment with another employer to the day preceding the day on which the school under the new employer opens for the Autumn term if this be earlier than September 1; at the end of the Autumn term to December 31; at the end of the Spring term to April 30; or, in the case of a teacher resigning to take up an appointment with another employer, to the day preceding the day on which the school under the new employer opens for the Summer term if this be earlier than May 1. A teacher resigning his/her appointment with effect from the end of the Spring term to take up an appointment with another employer should not be required by the former employer to attend the first days of the Summer term if that commences earlier than May 1.			

2.2 Teachers resigning their appointments under the terms of paragraphs 2.1. will be required to give notice in accordance with the periods specified in paragraph 4. 5

4. Period of notice and termination of contract

4.1 All teachers shall be under a minimum of two months' notice, and in the Summer term three months', terminating at the end of a school term as defined in paragraph 1 above.

4.2 Notwithstanding paragraph 4.1 above, all head teachers shall be under a minimum of three months' notice and in the Summer term four months, terminating at the end of a school term as defined in paragraph 1 above.

4.3 Notwithstanding paragraph 4.1 above, where a teacher has been continuously employed for more than eight years he/she shall be entitled to receive additional notice, as specified in the Employment Rights Act 1996.

4.4 The provisions of paragraphs 4.1 to 4.3 apply to the termination of a teacher's contract for any reason other than gross misconduct, including dismissal for ill-health and redundancy.

NJC Notice Periods

Grade	Notice Required
SO2 or less	1 month
PO1 - PO6	2 months
P07 & above	3 months
Over 5 years	As above or 1 week for each complete year of continuous service up to a maximum of 12 weeks after 12 years.

Soulbury

Continuous service	Minimum Notice	Minimum Notice requirement
Less than 5 years	2 months	2 months (SEE SPECIAL CONDITIONS)
Over 5 years	As above or 1 week for each complete year of continuous service up to a maximum of 12 weeks after 12 years.	As above

The notice period can run from any date given by either party.

The minimum period of written notice which you are entitled to receive is currently **two months**.

The minimum period of written notice you are required to give to terminate your employment is currently **two months**.